

**CLASS TITLE: RISK MANAGER-INSURANCE**

**Class Code: 02753300**  
**Pay Grade: 37A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To develop and administer various risk control and risk financing programs and activities throughout state agencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of initiative and independent judgement; work is subject to review through written reports and program effectiveness.

**SUPERVISION EXERCISED:** Supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To develop and administer various risk control and risk financing programs and activities throughout state agencies.

To identify actual and potential loss exposures through the analysis of lost history records and other related documents.

To conduct risk discovery surveys.

To work with agency heads in assisting them in identifying loss exposures and control procedures.

To inspect premises and operations.

To review and monitor state and federal legislation and regulations for the purpose of identifying areas of potential future exposure.

To develop systems for identifying frequent and severe loss exposures through pattern and trend analyses.

To offer risk control programs to eliminate or reduce the frequent and/or severe exposures identified.

To stay abreast of endorsed risk management practices and procedures and to share this information with applicable state agencies.

To develop systems and to prepare documentation showing the effects of risk control programs initiated.

To work with insurance brokers to ensure adequate comprehensive insurance coverage which are competitively priced.

To identify both actual and potential loss exposures and to offer recommendations as to how to most effectively finance these losses.

To assist in first party (i.e. property) loss adjustment.

To develop systems and monitor claim settlements for both first and third party actions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of risk management practices and procedures relating to the identification and analysis of potential risk exposures and the selection and monitoring of risk control techniques; a working knowledge of risk financing techniques and alternative funding options; the ability to develop systems to identify patterns and trends of losses and to implement programs in a cooperative effort with various levels of management and union employees to address the identified exposures; the ability to produce statistical reports which exhibit all aspects of a risk management programs; the ability to develop and present risk management programs; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's Degree in Business Administration or a closely related field, and insurance industry certification as an associate in risk management; and

Experience: Such as may have been gained through: employment in a responsible technical management or staff position in such fields as industrial risk management and/or safety.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

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